

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION 7: ADMINISTRATION**

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| CHILD CARE | POLICY 7.6 |
| EFFECTIVE: 2004 09 01 | |

VALUE STATEMENT:

The St. Clair Catholic District School Board believes that education is a life long journey. The St. Clair Catholic District School Board in partnership with professional and positive child care programs actively supports the ongoing education and development of children. We recognize that a shared commitment to children and families is an important component in providing quality school based child care

POLICY STATEMENT:

1. The St. Clair Catholic District School Board recognizes that quality school based child care is an important component in providing children with an integrated school day.
2. The Board supports the development of child care programs in schools where appropriate, when the need is documented and school conditions permit, subject to the following:
 - a. That the child care program be supportive of, and compatible with, the St. Clair Catholic District School Board's (SCCDSB) Mission and Vision and its educational programs;
 - b. That school based child care be established to meet the needs of the school community and the community at large;
 - c. That a quality school based child care service be provided by licensed child care operators with a Board of Directors as verified by the SCCDSB;
 - d. That school based child care services be operated pursuant to a written agreement between the Board and the licensed child care operator.

ADMINISTRATIVE PROCEDURES:

Child care operators providing child care services within the St. Clair Catholic District School Board (SCCDSB) will be governed by the following guidelines:

1.0 GENERAL

- 1.1 The planning for child care centres in new and existing schools shall be a cooperative process among representatives from the SCCDSB, the Ministry of Education, the Ministry of Community and Social Services, the Municipality, the child care operator and the affected school community;

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- 1.2 The child care operator shall be a licensed organization independent of the SCCDSB;
- 1.3 A licensed child care operator shall be selected by an interview team, which should be comprised of a broad range of participants, such as: the Superintendent of Education responsible for child care, members of the SCCDSB child care committee, the local school principal and a school council designate. In cases where an operator is applying to provide child care at more than one school, the affected school communities may be represented by one principal and one school council designate;
- 1.4 The Board of Directors of each child care operator shall invite the principal of the school, or designate, to meetings of the child care Board of Directors to act as liaison between the child care operator and the SCCDSB;
- 1.5 The Principal/Vice-Principal of the school where a child care site is located shall be recognized as the SCCDSB's representative to deal with any issues related to the school. It is expected that the Principal/Vice-Principal shall communicate regularly with the child care operator at the school;
- 1.6 The child care operator shall enter into a formal lease agreement with the SCCDSB;
- 1.7 In the event of a dispute between the SCCDSB and the child care operator as to any clause of the Agreement or any act or omission pursuant to this Agreement by the child care operator or the SCCDSB, the parties agree that a meeting shall be held upon written request of either party, at which meeting a representative or representatives of each party as designated by such party shall be present;
- 1.8 The SCCDSB shall review the lease agreement annually unless either party gives 90 days written notice of termination;
- 1.9 By March 31st of each year, the child care operator shall provide the SCCDSB with a financial statement of the previous year, prepared by a professional accountant under a review engagement;
- 1.10 Each site shall be licensed by the Ministry of Community and Social Services;
- 1.11 The child care operator shall assume all financial responsibility for the operations of child care;
- 1.12 Minutes of the child care Board of Directors' meetings shall be submitted to the Superintendent of Education responsible for child care, or designate, and to the Principal of the school where the child care site is located;
- 1.13 The SCCDSB shall not be responsible for providing transportation;
- 1.14 When agreed upon by all parties, the child care facility may operate twelve months of the year;
- 1.15 The child care provider will, as a minimum standard, follow school procedures with regard to students who have anaphylaxis or allergies;
- 1.16 In the event that the school is closed for any emergency, the child care centre is automatically closed;

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- 1.17 The St. Clair Catholic District School Board is not responsible for any wrongdoing, criminal or civil, on the part of any and all members of the child care staff.

2.0 ADMISSION CRITERIA

The SCCDSB expects the child care operator to adhere to the following admission criteria.

- 2.1 Children shall be admitted to child care in elementary schools in order of priority as follows:
- children 3.8 to 12 years of age who attend the school in which the child care program is situated, where suitable space and facilities are available;
 - children 3.8 to 12 who are eligible to attend SCCDSB schools;
 - children 3.8 to 12 years of age who reside in the local community.

THE PARTNERS

Successful child care programs depend upon the professional and positive partnership of many individuals and groups. The following clarifies the general roles and responsibilities of each partner.

3.0 ROLE OF THE ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

The Board shall:

- 3.1 Set the user fee to be reviewed on an annual basis;
- 3.2 Develop guidelines for principals and make them available to each school.

4.0 ROLE OF THE CHILD CARE ADVISORY COMMITTEE

The Child Care Advisory Committee in conjunction with the SCCDSB and the Ministry of Community and Social Services shall:

- 4.1 Consist of several members of the SCCDSB which may include: a Trustee, Superintendent of Education responsible for child care, Principals, Manager of Facilities, or designate;
- 4.2 Develop and guide practices and procedures that will provide parameters for child care programs;
- 4.3 Review the Child Care Policy and Procedures annually;
- 4.4 Review annual reports and financial statements of the Board of Directors of the child care providers;
- 4.5 Review lease agreements annually;
- 4.6 Provide liaison with all existing SCCDSB services;
- 4.7 Advise the SCCDSB on the implications of particular policy initiatives on child care services;

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- 4.8 Develop initiatives to support coordination and liaison;
- 4.9 Establish communication procedures in case of conflicts between child care operators and/or SCCDSB and/or the affected school community(ies) and the school staff;
- 4.10 Report annually to the Board of Trustees;
- 4.11 Assess the need for child care within individual school communities;
- 4.12 Assist in implementing programs based upon the community needs.

5.0 ROLE OF THE SUPERINTENDENT OF EDUCATION RESPONSIBLE FOR CHILD CARE

The Superintendent of Education responsible for child care shall:

- 5.1 Administer the SCCDSB's policy and procedures;
- 5.2 Initiate, and maintain as needed, the ongoing relationship between SCCDSB schools and child care sites through communication with the Board, staff, school community and provincial, municipal and other organizations;
- 5.3 Support and be a member of the Child Care Advisory Committee;
- 5.4 Assist in the selection of operators and participate in their annual program reviews;
- 5.5 Establish and maintain liaison with government and community agencies;
- 5.6 Enhance the working relationship between SCCDSB schools and the child care centres;
- 5.7 Act as a resource person for the child care sites;
- 5.8 Be a resource to principals, teaching and support staff for consultation and advice on child care matters;
- 5.9 Monitor Board initiatives and report on any child care implications;
- 5.10 Process correspondence related to child care in a timely fashion;
- 5.11 Prepare reports as necessary;
- 5.12 Gather, review and summarize annual reports and financial statements from the child care operators' Board of Directors for presentation to the Child Care Advisory Committee;
- 5.13 Conduct and summarize satisfaction surveys as needed;
- 5.14 Assume other duties as required.

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6.0 ROLE OF THE PRINCIPAL AND/OR VICE-PRINCIPAL

The Principal and/or Vice-Principal in a school with a child care centre shall:

- 6.1 Promote and maintain close cooperation with the child care provider, and other groups and agencies responsible for child care;
- 6.2 Promote a positive relationship between the staff of the school and the staff of the child care centre;
- 6.3 Collaborate with the child care operator in planning appropriate and specialized use of the space within the school building and on the school property;
- 6.4 Determine whether to attend, or whether a designate should be in attendance, for meetings of the Board of Directors for the child care operator located in the principal's school. Where one child care operator is responsible for more than one school, it is necessary for only one principal, or designate, to decide whether to attend;
- 6.5 Be responsible for the school building and property;
- 6.6 Provide guidance and leadership to the operator relative to the policies and procedures of the Board;
- 6.7 Advise the child care provider of any damage to Board property and appropriate restitution required.

7.0 ROLE OF THE OPERATOR

The operator of a child care centre within a SCCDSB school shall:

- 7.1 Apply for and obtain appropriate licensing through the Ministry of Community and Social Services;
- 7.2 Adhere to the regulations of the Day Nurseries Act;
- 7.3 Pay a user fee, determined by SCCDSB, subject to review on an annual basis each spring;
- 7.4 Be responsible, with SCCDSB approval, for all modifications or renovations to the child care area;
- 7.5 Be responsible for all regular and emergency communications with parents of children in their care (i.e. inclement weather, illness, injury, emergency school closings, etc.);
- 7.6 Communicate with parents through a dedicated phone line, separate from the school office, and paid for by the child care provider;
- 7.7 By March 31 of each year, the following information is to be provided to the Superintendent of Education responsible for child care, or designate of the SCCDSB:
 - a. Bylaws
 - b. Operational policies and procedures related to safety, staff, families and children
 - c. Enrolment figures

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- d. Program information
 - e. Financial statements as defined in 1.8
 - f. Fees/ Schedule;
- 7.8 Ensure that the necessary liability insurance (minimum of \$5 Million) is in place and provide written documentation annually, such certificate to confirm the SCCDSB as a named insured;
- 7.9 Ensure that the child care centre is in compliance with the requirements of the contractual agreement between itself and the SCCDSB;
- 7.10 Employ and supervise all child care staff and volunteers;
- 7.11 Work with the Ministry of Community and Social Services to provide appropriate equipment and materials to operate the program;
- 7.12 Cooperate and liaise with school personnel. Communicate with principal and appropriate superintendent at least one month in advance to request additional hours of operation for PD days, and three months in advance for an extended operation schedule during the Christmas break, March break and summer vacation;
- 7.13 Acknowledge the school principal or designate as the final authority in any operational matters relating to building use or safety;
- 7.14 Carry out all other activities necessary to operate the child care service in the centre;
- 7.15 Be responsible for keeping the leased premises and every part thereof in a clean and tidy condition in accordance with the lease agreement;
- 7.16 Ensure that all child care staff members have necessary health and safety training as required by the Day Nurseries Act. In addition, the child care staff should have the appropriate health and safety training required to function safely in the licensed school setting;
- 7.17 Investigate possible federal, provincial, municipal and private funding sources for child care;
- 7.18 Arrange and provide in-service training where appropriate;
- 7.19 Assist parents in determining needs and child care alternatives;
- 7.20 Ensure the building is secure during and after each usage as per instructions provided by the school principal;
- 7.21 Ensure all necessary safety procedures are followed as outlined by the school principal;
- 7.22 Provide snow clearing and salting for the safety of its clients.

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8.0 REGULATIONS

The SCCDSB and the operators shall recognize and ensure compliance with the following:

Education Act, Section 171 (1) Powers of Boards

- A board may construct and renovate child care facilities in a school. (Education Act, Section 171 (1), 48 Child Care Facilities)
- A board may establish, operate and maintain day nurseries within the meaning of the Day Nurseries Act, subject to that Act. (Education Act, Section 171 (1), 49 Day Nurseries)

Day Nurseries Act

Municipal Freedom of Information and Protection of Privacy Act

The Occupational Health and Safety Act